



Publishing Procedures

at a glance

June 2008, Revision 1

WHAT TO EXPECT WHEN PUBLISHING @ ESD-LBNL

Submitted Process

Author

1. **Writes** the first draft of a paper
2. Processes **internal reviews** as required & updates a new draft of the paper
 - a. [Division review](#) of the scientific/technical process
 - b. Editor/Writer review (if needed)
 - c. LBNL [Patent review](#) (Submit for review well in advance if you are writing about a new discovery or invention which you are patenting.)
3. **Submits** internally reviewed draft to an appropriate Publisher
 - a. Publisher conducts a peer review of the paper.
 - b. Accepts (with or without changes).
 - c. Rejects and the process returns to Submitted, Author, Step 3.

In-Press Process

Once **the paper has been accepted for publication**, the author would typically communicate with the publisher on the following matters. Please work with your administrative point of contact to ensure completeness.

Author

1. Receives Forms from the Publisher (not necessarily in this order and may include additional forms not listed below.)
 - a. **Copyright Transfer Form** - These are also called the "copyright transfer agreements."
 - i. Complete the form as best as possible
 - ii. Attach the LBNL copyright sticker that gives the [exact language](#) that DOE requires. When using an online form, providing the text of the sticker somewhere on the online form is a good solution. (Note: **LBNL does not transfer copyright to the Publisher** as this is government-funded work.)
 - iii. Forward the form directly to the Publisher
 - b. **Publishing Charges Order Form(s)** (color, excess page charges, reprint orders, etc.)
 - i. Complete the form as best as possible and work with the administrative point of contact to process payment as needed.
 1. To pay by issuance of check (preferred method):
 - a. Submit order form directly to the Publisher to obtain an **invoice** (Note: The invoice should be addressed to the corresponding author.)
 - b. Process a **Request for Issuance of Check** upon receipt of invoice.
 2. To pay by credit card or Purchase Order:
 - a. Author can submit personal credit card on order form directly to the Publisher and is reimbursed through RFIC. (-or-)
 - b. Forwards order form to the administrative point of contact to process an **ePRO requisition**.
2. **Receives Galley Proofs for review and correction.**
 - a. Reply to publisher with corrections as required
 - b. If necessary and willing, update the electronic file with the same galley proof corrections and forward electronic and hard copy and refer to LBNL # Request, Public Release, and Printed Process.

LBNL # Request, Public Release, and Printed Process

Author

1. Normally receives "public release" notice with a complete citation from the Publisher upon receiving an online confirmation of final proof of paper.
2. Processes request for an LBNL# with ESD Report Coordinator
 - a. Completes the ESD Publication Worksheet.
 - b. Identify the date the document can be **publicly released**. This is based on what the Publisher tells you.
 - c. Forwards an electronic **and** hard copy of the FINAL version (without formatting) to the ESD Report Coordinator.



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This At-A-Glance discussion mainly applies to publishing with a peer-reviewed journal but most steps apply for non-peer-reviewed papers. The term “paper” is used in a general sense. The process occurs typically in the order presented below.

WHAT DO AUTHORS NEED IN ORDER TO GET AN LBNL#

1. Word or PDF file of final (or near final) draft of paper. Should not contain any Publisher formatting or logos. Typically this would be the same version as the galley proof which may or may not include the final corrections.
2. Ensure Division review requirements are completed
3. The Publisher provides a Public Release date for the paper.
4. Full Citation of paper when available

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PUBLICATION REQUIREMENTS

Publications must include:

1. Credit Line/Acknowledgment
2. Author Affiliations
3. Legal Disclaimers (if applicable, when the report is prepared under DOE sponsorship and issued/printed by LBNL)

KEY CONTACTS

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